

DD/MS

DD/MS Registry
File *Records*

11 APR 1973

MEMORANDUM FOR: All Management & Services Records
Management Officers

SUBJECT : Records Management Accomplishments

1. The following information has been received from our records management officers showing what they are doing in their offices. I feel it may be of interest to you to know what the others are doing.

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2. said in our last meeting that he is going to give us a suggested outline for our semiannual reports. I feel that this outline will have us all thinking along the same lines and at the same time we will know what he needs.

3. Keep your present reports coming until we are notified to change.



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Chief, Support Directorate Records Branch
Support Services Staff

Attachments

~~SECRET~~

9 January 1973

25X1 MEMORANDUM FOR: [] C/Support Directorate Records Branch
 25X1 FROM : [] Finance/RMO
 SUBJECT : Records Management Accomplishments during Period
 1 July 1972 through 31 December 1972

ITEM 1. The following statistics are from the microfilm program from inception in March, 1972, through 31 December, 1972:

<u>Nature of Records</u>	<u>Film Produced</u>
Field Station accountings	442 reels
Other Registry records	37 reels
Compensation and Tax Division records	455 reels
Liaison Staff records	286 reels
Specials for other components	3 reels
	1,229 reels

Since experience has shown that on the average two reels are needed to photograph one cubic foot of records, we estimate that 615 cubic feet of paper copy have been destroyed as a direct result.

TOTAL REELS (with or without cartridges) retired to Records Center to date 585 reels

Equivalent in paper copy 292 cubic feet

TOTAL CUBIC FOOTAGE ACTUALLY OCCUPIED BY FILM AT RECORDS CENTER 8½ cubic feet

ITEM 2. In ITEM 2 of our report for the first six months of this year, we reported the production by Registry of 37 reels (or one cubic foot stored) of the Individual Earnings Records for 1970 and 1971 which replaced 17 cubic feet of paper from the Compensation and Tax Division shelves. In addition, during the last six months Finance Registry has done the following:

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SUBJECT: Records Management Accomplishments

Paper copies of IER's called back from Records
Center for 1966, 1967, 1968, 1969 27 cubic feet
Replaced by 36 reels occupying 1 cubic foot

SPACE SAVINGS 26 cubic feet

Plus SPACE SAVINGS FOR 1970 and 1971 IER's . . . 16 cubic feet

CUMULATIVE TOTAL SAVINGS TO DATE (IER's) . . 42 CUBIC FEET PER YEAR
FOR 56-YR RETENTION.

ITEM 3. The rearrangement of the physical layout for the microfilm-
ing program has been completed with the installation of glass-topped
partitions forming two U-shaped carrels to house the two Filemaster
cameras and the camera operators and dis-assemblers. Tinted glass has
been used for the top sections of the partitions to prevent light from
one camera from affecting the other. Four electrical outlets were
installed and all furniture is now in place.

The active recruiting of part-time contract personnel will begin in
January, 1973.

ITEM 5. A "Xerox 4000" was installed in September in order to
provide a better quality picture to users than had been received from the
SCM 11 copier. Although we have called the serviceman for improvement of
copy, the new copier has not been out of order after the first week.

ITEM 6. The Accounts Division purge of old ledgers is continuing.
To date, 20 cubic feet out of 115 have been destroyed.

ITEM 7. Records Control Schedules have been amended for the Support
Staff, Commercial Systems Audit Division, Compensation and Tax Division,
and the Monetary Division.

ITEM 8. Old payroll records for the [] were
reviewed by the Compensation and Tax Division and merged with Compensation
and Tax jobs, for a reduction of 5 cubic feet. These were part of the
118 cubic feet accepted from the Office of Communications as mentioned
in Item 17 of our preceding report.

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ITEM 9. The Shredmaster Conveyor has not been used as much as we
originally planned because of overload problems, and currently a shortage
of personnel. However, so far we have managed the shredding of 190
cubic feet of paper, which required 42 man-hours. We expect to correct
the overload problems with careful operation of the machine. A memorandum
regarding the inadequacies of the machine has been forwarded through
channels.

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SUBJECT: Records Management Accomplishments

ITEM 10. During this past six months, more time and attention has been given to the Vital Records program. In this regard, Accounts Division has been sending some records on microfilm, saving 3 cubic feet. Compensation and Tax Division agent records have been filmed by the Registry, and 14 reels deposited. Also, all retirement cards were microfilmed and 7 reels deposited. A gap in the indices for the Grilled Area records has been eliminated. The emergency disbursing supplies have been reviewed by the RMO (albeit with a push from [redacted] destruction has been ordered on supplies which were not usable, and the wooden box of equipment is being re-supplied. Certain file series deposited by the Assistant Director of Liaison over a period of years have been ordered back to determine which material is obsolete and to consider a new deposit arrangement. The Monetary Division Vital Records Schedule has been amended to add one item and also provide for the emergency disbursing kit.

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ITEM 11. Records were reviewed by the RMO and destruction ordered on 268 cubic feet of retired material.

ITEM 12. The following were attended by the Records Management Officer:

Records Disposition Seminar (1 day) -- September 1972
Forms Management Seminar (1 day) -- November 1972
IRAC Meeting on Executive Order 11652 (1½ hours) -- December 1972
Records Management Conference (3 days) -- October 1972

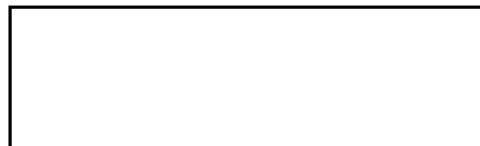
In addition, the three Agency seminars on Forms, Records Disposition, and Files were attended by three other Finance employees including the assistant to the RMO.

ITEM 13. Statistics on forms are as follows:

Reordered and revised for classification	8
Reordered, revised format, revised classification . . .	8
Reordered (unclassified forms)	27
New	1
Obsoleted	2

*PS- Irene said,
"Records Management is
appreciated in Finance."
She was promoted to GS-11
as of 12/24/73.*

CRA.



Records Management Officer
Office of Finance

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DD/S 73-0123

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Support Directorate Records
Branch/DDS

FROM : Chief, Records Management Staff, OC

SUBJECT: Records Management Accomplishments

RMS-M73-008
DATE: 15 January 1973

1. The following items reflect OC Records Management Staff accomplishments during the period 1 July through 31 December 1972:

a. VITAL RECORDS: Activity in vital records has been constant during the reporting period due to the complete revision and update of all OC Vital Records Schedules early in 1972.

b. PUBLICATIONS: The most significant item during this period has been in the changeover to the new classification system. All OC publications are now reviewed prior to publishing to ensure compliance with the new directives and procedures.

c. MAINTENANCE:

1. Complete record surveys were accomplished for one OC division and part of another. The purpose of these surveys is to identify problems, records for disposition and to develop file plans.

2. A sample file plan was developed for use by the OC [REDACTED] The file plan will be used as a training aid to familiarize OC technical personnel with the OC file system and other paperwork areas of an OC field station.

3. OC assumed responsibility for Cable Secretariat records effective 1 July 1972. In spite of the added records, OC records holdings decreased. The only increase was in non-record and reference materials.

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4. Six record control schedules were revised during this reporting period. Of these six, five were approved by the Agency RMO.

d. FORMS: OC-RMS personnel are involved in discussions regarding the new OCR forms for the ACT-I communications system and preparation of the Agency Headquarters Notice.

e. MICROFILM: OC has reduced its records center holdings by 40 cubic feet through microfilming. Thirty-one cubic feet of OC record copies of dispatches remain in the records center to be recalled for filming. OC will also microfilm 10 cubic feet of this material annually.

f. REPORTS: OC is again reviewing its reports and setting up a continuing program of review and control. As before, each report and category of reports will be carefully screened to ensure they are filling a valid requirement.

2. The attachment updates the formal training for OC-RMS personnel assigned records management duties.



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Att:
Formal Training Update (1972)

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FORMAL TRAINING UPDATE (1972)
OC-RECORDS MANAGEMENT STAFF PERSONNEL

STAT - Records Administration Officer, Chief

- | | | | |
|----|-----------------------------|---------|------|
| 1. | Files System Seminar | OTR | 1972 |
| 2. | AREA Conference, 1972 | WASH DC | 1972 |
| 3. | Information Systems Seminar | OTR | 1972 |

STAT - Records Administration Officer

AREA Conference, 1972 WASH DC 1972

STAT - Records Administration Officer

Forms Management Seminar OTR 1972

STAT - Records Administration Officer

Solving Paperwork Problems
with Microfilm (Symposium) GSA 1972

STAT - Records Administration Officer

- | | | | |
|----|--|---------------|------|
| 1. | Management of Institutional
Records Systems, Parts I & II | American Univ | 1972 |
| 2. | Information Systems Seminar | OTR | 1972 |
| 3. | Forms Management Seminar | OTR | 1972 |
| 4. | Files System Seminar | OTR | 1972 |
| 5. | Records Disposal Seminar | OTR | 1972 |
| 6. | Files Improvement Course | NARS | 1972 |

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30 January 1973

MEMORANDUM FOR: DDS/Senior RMO

SUBJECT : Semi Annual Report/OP

The following report is submitted for the period July-December 1972.

COURSES OR TRAINING

1. Attended the Sixth Annual Records Management Conference, Oct 1972
2. Attended the Records Disposal Seminar, 5 Dec 1972
3. Attended the Files Systems Seminar, 8 Dec 1972
4. Attended Forms Management Seminar , 13 Dec 1972

RECORDS CONTROL SCHEDULES

1. 18 deposits at Records Center (253 cu ft)
2. 4 items destroyed at Records Center (12 cu ft)
3. 67 telephone service requests to Records Center for items requested by O/Personnel
4. 11 written service requests to Records Center for items requested by O/Personnel

VITAL RECORDS DEPOSITS

1. 76 deposits
2. 43 destroyed
3. 2 transferred to Archives

FORMS

1. Replenished 14 different Standard Forms
2. Revised 22 different Agency forms (Most of this was due to change in classification markings)

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PRINTING SERVICES

1. 215 Printing service requests on Form 70
2. 43 Printing service requests on Form 70b (for direct copy printing)
3. 8 Special printing service requests for Employee Activity Association

PUBLICATIONS

- 36 requests submitted to CRS/ADD through DD/Pers for final approval for periodicals, brochures and books as requested by various offices in O/Personnel.

PROCUREMENT

- 34 Requisitions for materiel and/or services on Form 88, for supplies and administrative equipment (including envelopes of various sizes, special binders, wheelindex cards, mylar tape, perforated paper tape and shelving)

FILING CABINETS (SAFES)

- 3 -4 drawer legal size returned to O/Logistics (replaced by shelves w/sliding doors - CSE/OP)
- 1 -4 drawer legal size replaced by 2 drawer legal size -
- 1 -2 drawer legal size replaced by 4 drawer legal size -

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Additional filing cabinets obtained

- 2 -2 drawer legal size - CPB, Traveler's checks and Cash
- 2 -4 drawer legal size - Credit Union, Employees transferred to additional quarters in Ames Building.

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RAO/OP

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22 MAR 1973

MEMORANDUM FOR: Deputy Directors and Staff Chiefs

SUBJECT : Operation Cleanout - 1973

1. The annual inventory of records and equipment will be conducted during the month of June 1973. Future inventories will be conducted on a semi-annual basis in January and July of each year. This and other major changes in the present and future conduct of our inventories have been made known to this office by the CIA Records Administration Officer.

2. In order to prepare for and contribute to the success of this year's inventory of records and equipment, I am designating the months of April and May as "Operation Cleanout - 1973" with the purpose of reducing all types of paper holdings including outdated reference materials, books, catalogs, manuals, newspapers, card files, charts, maps, and correspondence. Arrangements should be made with the Chief, Logistics Branch, to turn in all excess file cabinets, safes, and reproduction equipment. A record should be made of the number and type of equipment turned in and the amount in feet of contents destroyed, both of which will be included in our inventory report. Aside from preparing for our records inventory, a clean and orderly office contributes substantially to reductions in security violations and assists our employees performing security checks.

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3. Further information concerning the annual inventory will be forthcoming.

SIGNED

Howard J. Osborn
Director of Security

Distribution:

Orig - DD/PTOS

1 - DD/IOS

1 - DD/PS

1 - C/A&TS

1 - C/SRS

1 - C/SSC

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